

## We're here to help!

This brochure has been designed to assist both new and current business owners in the City of Manistee.



**Downtown Development Authority**  
231.398.3262  
[www.manisteedowntown.com](http://www.manisteedowntown.com)

**Manistee Chamber of Commerce**  
231.723.2575  
[www.manisteechamber.com](http://www.manisteechamber.com)

## A note from the City Assessor

### Personal Property Taxes

Recently there have been changes to the reporting requirements of the Commercial /Industrial personal property. Some businesses are eligible for an exemption under these changes.

Links to both the [Personal Property Statement Form 632](#) and [Affidavit to Claim Small Business Exemption under MCL211.9o\(0\) Form 5076](#) can be found on the City's Web Page.

The exemption form **MUST** be filed with the Assessor's office by February 20. Please call the assessor's office if you have any questions regarding qualifications for the Exemption. Taxes are due August 20 and February 14.



Molly Whetstone  
City Assessor  
231.398.2802  
[mwhetstone@manisteemi.gov](mailto:mwhetstone@manisteemi.gov)

# Business Owners Informational Handout

**70 Maple Street**  
**Manistee, MI 49660**  
[www.manisteemi.gov](http://www.manisteemi.gov)



### Information Available

Application Forms and Ordinance  
Information is available on the City's  
Web Page  
[www.manisteemi.gov](http://www.manisteemi.gov)

### Business Registration

In the event of an emergency, contact information needs to be on file with the Fire and Police Departments. This is done through Business Registration. Registration is required before relocating, opening, or the transfer of ownership. This also verifies compliance with Zoning and Fire Codes.

Heather Pefley  
City Clerk  
231.398.2803  
[hpefley@manisteemi.gov](mailto:hpefley@manisteemi.gov)

Except for Parking Lots,  
Parking in the Central  
Business District has a  
two-hour time limit

## Permits

**Zoning** - Staff in the County Planning and Zoning Department are available to help new businesses find locations for their business. Before purchasing or leasing a building the business owner should verify that Zoning allows the business at that location (even if a business is currently or previously has been permitted at that location).

### Historic District Requirements

Historic Downtown Manistee has the distinction of being listed on the National Register of Historic Places. Please check to see if your building is in the district and if any permits are required.

**Signs** – Signs are an important part of operating a business. Prior to purchasing a sign, the business owner should check to find out if a permit is required and if there are size requirements or any limitations for the proposed sign. *For example: Feather flags (see photo below) are not permitted, do not waste your money! Call Planning & Zoning if you have any questions.*



Katie Mehl  
Planning & Zoning Administrator  
231.723.6041 [planning@manisteecountymi.gov](mailto:planning@manisteecountymi.gov)

Some Businesses may  
require additional reviews  
that have not been  
covered in this Brochure.

### Assumed Name/DBA Information

DBA Registration Forms are available in the County Clerk's Office. The form requires a Notarized Signature. A DBA preserves the name of your business in Manistee County only and is valid for a period of 5 years.

Lindsey Marquardt, County Clerk  
Manistee County Courthouse  
415 Third Street  
Manistee, MI 49660  
231.723-3331  
[clerk@manisteecountymi.gov](mailto:clerk@manisteecountymi.gov)  
[www.manisteecountymi.gov](http://www.manisteecountymi.gov)

### Fire Inspection Program

The Fire Department conducts a fire inspection program for commercial properties in the city. The purpose of the inspection is to ensure that buildings meet fire safety standards so that the occupants and public can be as safe as possible.

Fire Department  
231.723.1549